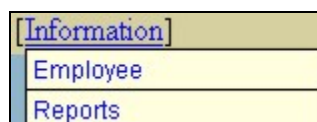


INFORMATION

OVERVIEW: Information will have all the functions of an Employee (see Employee Help Files).

Information will allow the User to view all Department Employees' information and generate reports. They have one additional task on their Home Page, the Information drop down list.

- I. **Tasks:** By placing the mouse on the [Information](#) link two tasks will appear on a drop down list, Employee and Reports.



- A. **EMPLOYEE:** By clicking the [Employee](#) link the following page will appear.

Employees

[P.O.S.T.](#) Search by name:

[\[A\]](#) [\[B\]](#) [\[C\]](#) [\[D\]](#) [\[E\]](#) [\[F\]](#) [\[G\]](#) [\[H\]](#) [\[I\]](#) [\[J\]](#) [\[K\]](#) [\[L\]](#) [\[M\]](#) [\[N\]](#) [\[O\]](#) [\[P\]](#) [\[Q\]](#) [\[R\]](#) [\[S\]](#) [\[T\]](#) [\[U\]](#) [\[V\]](#) [\[W\]](#) [\[X\]](#) [\[Y\]](#) [\[Z\]](#)

1. To locate an Employee, click the [A-Z](#) listing based on the last name. To search for a specific Employee, type their last name in the search by name box and click the [search](#) link. The screen will look similar to this:

Employees

Search by name:

[\[A\]](#) [\[B\]](#) [\[C\]](#) [\[D\]](#) [\[E\]](#) [\[F\]](#) [\[G\]](#) [\[H\]](#) [\[I\]](#) [\[J\]](#) [\[K\]](#) [\[L\]](#) [\[M\]](#) [\[N\]](#) [\[O\]](#) [\[P\]](#) [\[Q\]](#) [\[R\]](#) [\[S\]](#) [\[T\]](#) [\[U\]](#) [\[V\]](#) [\[W\]](#) [\[X\]](#) [\[Y\]](#) [\[Z\]](#)

Employees	Classification	Training Group	Sub-Group	Training Record
BREAKFIELD, CONNIE	Supervising State Park Ranger	Training Office (068)	William Penn Mott Jr. Training Center	View

2. **Home Page:** By clicking the Employee's name, the User will be able to view the Employee's Home Page and Required Programs. The screen will look similar to this:

[Close Window](#) [Back](#)

HOME PAGE

Name
BREAKFIELD, CONNIE

Classification
#0900: Supervising State Park Ranger

Education/License
N/A

Training Group
Training Office (068)

Sub-Group:
William Penn Mott Jr. Training Center

Email
CBREAKFIELD@parks

Work Phone
(831) 372-4076

Primary Supervisor
DANIELSON, JOANNE

Alternate Supervisor
HENRY, GINGERLOU

Training Coordinator
HENRY, GINGERLOU

Manager
KIRSCHENMAN, GAIL

P.O.S.T. (C.P.T.) Management

Requirement 1 : Advanced Officer Training (10 hours every 24 months)

Program Title	Completed Hrs	Completion Date	Due Date	In Compliance
NIMS/SEMS Basic Course	8	3/21/2006	3/21/2008	YES
Firearms/Tactical Rifle	24	11/17/2005	11/17/2007	YES
Total Hours	32			In Compliance

Requirement 2 : Perishable Skills (Every 24 months)

Post Subject	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	4	3/22/2006	3/22/2008	YES
PSP Driver Training	4	6	3/23/2006	3/23/2008	YES
PSP Arrest and Control Training	4	4	3/22/2006	3/22/2008	YES
PSP Tactical Communications	2	2	3/23/2006	3/23/2008	YES


Required Programs

Program Title	Subject	Completion Date	Repeat Interval	Due Date	Compliant
Racial Profiling	Classification	12/10/2003	60	12/10/2008	YES
Ethics Orientation for State Officials	Supervisor	Pending	24	N/A	NO
Elder and Dependent Adult Abuse - CPT Video	Classification	Pending			NO
Supervisory Course	Supervisor	Pending	72	N/A	NO
Sexual Harassment Prevention	Supervisor	Pending	24	N/A	NO
EEO With All Due Respect	Supervisor	Pending	24	N/A	NO
Defensive Driver Training Program	Supervisor	10/24/2003	48	10/24/2007	YES
Purchasing (Video-30 Minutes)	Supervisor	5/5/2004	24	5/5/2006	NO
Cal-Card Refresher (Video-30 Minutes)	Supervisor	5/5/2004	24	5/5/2006	NO

3. **Employee Training Record:** By clicking the [View](#) link in the Training Record column, the User will be able to view the Employee's Training Records. The screen will look similar to this:

[Close Window](#)

Training Record (BREAKFIELD, CONNIE)

 [\(download training record\)](#)

Training Programs Completed									
P.O.S.T.	Program Title	Repeat Interval (months)	Training Provider	Program Provider	Location	Completion Date	Length (hr)	Grade	Training Category
YES	FSP - Driver Training	24	DPR		Mott Training Center	3/23/2006	6	N/A	Job Required
YES	FSP - Tactical Communications	24	DPR		Mott Training Center	3/23/2006	2	N/A	Job Required
YES	FSP - Firearms	24	DPR		Mott Training Center	3/22/2006	4	N/A	Job Required
YES	FSP - Arrest and Control	24	DPR		Mott Training Center	3/22/2006	4	N/A	Job Required
YES	NIMS/SEMS Basic Course	N/A	DPR		Mott Training Center	3/21/2006	8	N/A	Job Required
YES	FSP - Tactical Communications	24	DPR		Monterey	2/27/2006	2	N/A	Job Required
NO	Firearms Shotgun Training and Qualification	6	DPR		Laguna Seca	2/22/2006	1	N/A	Job Required
NO	Chemical Agent Training and Qualification	N/A	DPR		Laguna Seca Range	2/22/2006	1	N/A	Career Related
NO	CPRA/ED/CD Refresher	12	DPR		Monterey Sector Office	2/15/2006	8	N/A	Job Required
YES	FSP - Tactical Communications	24	DPR		2211 Garden Road, Monterey, CA 93940	2/8/2006	2	N/A	Job Required
NO	Firearms Shotgun Training and Qualification	6	DPR		Laguna Seca	12/7/2005	3	N/A	Job Required
NO	Firearms Handgun Training and Qualification	3	DPR		Laguna Seca	12/7/2005	3	N/A	Job Required
YES	Firearms/Tactical Rifle	N/A	DPR		Big Sur	11/17/2005	24	N/A	Job Required
YES	Firearms/Tactical Rifle	N/A	DPR		Big Sur- Molera	11/17/2005	24	N/A	Job Required
NO	Emergency Medical Responder (EMR) Refresher	12	DPR		Monterey District Office	10/12/2005	8	N/A	Job Required
NO	Firearms Shotgun Training and Qualification	6	DPR		Laguna Seca PO Range	6/29/2005	3	N/A	Job Required
NO	CPRA/ED/CD Refresher	12	DPR		Big Sur Station	1/26/2005	6	N/A	Job Required
YES	Field Training Officer Refresher	36	N/A		Mott Training Center	12/3/2004	24	N/A	Job Required

- a. **Program Title:** If a Training Request was completed on ETMS, the Program Title will link to the details of the Employee's Training Request. This page can be printed and included with the Travel Expense Claim for reimbursement. The screen will look similar to this:

Approved	
Name:	WAGY, STEVEN
Classification:	State Park Superintendent III
Training Group:	Training Section
Sub Group:	William Penn Mott Jr. Training Center
Training Provider:	DPR
DPR:	DPR
Location:	Healdsburg
Program Title:	Coastal Marine Interpretation
Training Request Is:	Upward Mobility
Justification:	I look cool in shorts
Date:	6/5/2006 - 6/10/2006
Supervisor:	HENRY, GINGERLOU
Date Approved:	3/7/2006
Supervisor Comment:	No Data
Sub-Group Manager:	HENRY, GINGERLOU
Date Approved:	3/7/2006
Sub-Group Manager Comment:	No Data
Manager:	KIRSCHENMAN, GAIL
Date Approved:	3/7/2006
Manager Comment:	No Data
Training Specialist:	LOMBARD, KARYN
Date Approved:	3/7/2006
Training Specialist Comment:	No Data
Accommodation:	Dietary
Explanation:	Lots of fish

4. **P.O.S.T. Compliance:** To access the P.O.S.T. Compliance Report, click the [Employee](#) link within the drop down list, a page will appear that will look similar to this:

Employees	
P.O.S.T.	Search by name: <input type="text"/> <input type="button" value="search"/>
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	

By clicking the [P.O.S.T.](#) link, a Compliance Report will appear for all State Park Peace Officers and the status of their P.O.S.T. training. The screen will look similar to this:

Close Window		Back
P.O.S.T. (C.P.T.) Compliance Report		
[A] [B] [C] [D] [E] [F] [G] [H] [I] [J] [K] [L] [M] [N] [O] [P] [Q] [R] [S] [T] [U] [V] [W] [X] [Y] [Z]		
Name	Classification	In Compliance
ABMA, ERIC	Lifeguard	NO
ACKERMANN, NICOLE	State Park Ranger	YES
ADAMA, DALE	Lifeguard	YES
ADDISON-BIER, HEIDI	State Park Ranger	NO
AESCHLEMAN, NATHAN	State Park Ranger	NO
AHLBERG, ANDREW	State Park Ranger	NO
AITCHISON, GARRATT	Supervising State Park Ranger	NO
ALLANCORTE, ELIZABETH	State Park Ranger	NO
ALLEN, MARK	Lifeguard	NO
ALLEN, TODD	Supervising State Park Ranger	NO
ALLING, JEREMY	State Park Ranger	YES
ALVAREZ, GILBERT	State Park Ranger	YES
ALVAREZ III, RODOLFO	Lifeguard	NO
ANDERSON, JOHNATHAN	Lifeguard	YES
ANDERSON, SCOTT	State Park Ranger	YES
ANIBALE, VINCENT	State Park Ranger	YES
AOKI RADLEY, WENDY	State Park Ranger	NO
ARMAS, PAMELA	State Park Superintendent III	YES
ARMAS, THERESA	Supervising State Park Ranger	NO
ASH, DANIEL	State Park Ranger	YES
AUGUSTINE, DAVID	State Park Ranger	NO
AUS, GERALD	State Park Ranger	YES
AVILA, GUSTAVO	Lifeguard Supervisor I	NO

- a. To see the specific details of an Employee's Compliance Report, click on the Employee's name and you will be linked to their P.O.S.T. Management screen. The screen will look similar to this:

FEHLING, MICHAEL

Close Window

P.O.S.T. (C.P.T.) Management

Requirement 1 : Advanced Officer Training (10 hours every 24 months)

Program Title	Completed Hrs	Completion Date	Due Date	In Compliance
P.O.S.T. Video - Recognizing, Reporting, and Preventing Terrorism	2	4/12/2005	4/12/2007	YES
Elder and Dependent Adult Abuse - CPT Video	2	2/2/2005	2/2/2007	YES
Management Course	104	1/13/2005	1/13/2007	YES
Total Hours	108	In Compliance		

Requirement 2 : Perishable Skills (Every 24 months)

Program Title	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	4	4/23/2004	4/23/2006	YES
PSP Driver Training	4	4	3/3/2005	3/3/2007	YES
PSP Arrest and Control Training	4	4	12/10/2004	12/10/2006	YES
PSP Tactical Communications	2	2	12/17/2003	12/17/2005	NO

- B. [REPORTS](#): This will allow the User to run certain standard reports for all Department Employees. By clicking the [Reports](#) link within the Information drop down list, a screen will appear with several standard reports. The screen will look similar to this:

